

Creating a new case to submit a Proposed Appointment of Special Process Server

1. Log into the Filer's Interface.



The screenshot shows the Franklin County e-Filing website. The header includes the Franklin County e-Filing logo, a navigation bar with links (Welcome, Terms of use, Payment policy, Support), and the text "Electronic Filing" and "powered by eFlex from Tybera". The main content area features a large image of a modern building with the "eFile!" logo. Below the image, it says "Welcome to the Franklin County's e-Filing website." and provides instructions: "This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk. Please review the Terms of Use policy. Thank you for your participation in the use of our new e-filing system." On the right, there is a "Log In" section with the heading "Enter your User Name and Password." It includes input fields for "User Name" (containing "AJSMITH") and "Password" (masked with dots). Below these fields are buttons for "Log In", "Forgot Your Password?", and "Request Account". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

2. Click on **New Case**.



The screenshot shows the Franklin County e-Filing website after a user has logged in. The header is the same as the previous screenshot. Below the header, there is a navigation bar with tabs: "Home", "eFile", "Cases", "My Profile", and "Log Out". The "Home" tab is selected. The user's name "user: SUZIE PROCESSSERVER" is displayed in the top right corner. The main content area is titled "Home" and contains a list of links with descriptions: "New Case" (File new case), "File To Existing Case" (File new case) (File subsequent document to existing case), "Filing Status" (Check the status of filings), "My Recent Cases" (List of my cases), and "Notifications" (Review Notifications). An arrow points from the "New Case" link to the "New Case" button in the list.

3. Click on the correct court.

Franklin County eFiling

Electronic Filing

user: SUZIE PROCESSSERVER

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court

Court

Description
DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
GENERAL DIVISION, COURT OF COMMON PLEAS
PROBATE COURT, COURT OF COMMON PLEAS
TENTH DISTRICT COURT OF APPEALS

4. From the Court page, click the correct court division.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court

Court

Description
DOMESTIC RELATIONS
JUVENILE

5. From the Case Types page, choose the **Miscellaneous Juvenile** case type.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types

Case Types

Description
JUVENILE-CUSTODY/SUPPORT/VISITATION
JUVENILE-DEL, UNR, A/N/D CASES
MISCELLANEOUS JUVENILE

6. From the Case subtype page, choose the **Miscellaneous Case –In the Matter of** case subtype.

The screenshot shows the Franklin County eFiling website. The header includes the Franklin County eFiling logo, a banner image of a courthouse, and the text "Electronic Filing". The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype. The main heading is "Case Subtype". Below it is a table with a single column "Description". The table contains the following links: ADULT CRIMINAL CASES, MISCELLANEOUS CASE - IN THE MATTER OF, MISCELLANEOUS CASE - PLAINTIFF VS. DEFENDANT, REGISTRATION OF FOREIGN ORDER, and REGISTRATION OF FOREIGN ORDER - VERSUS. At the bottom left is a "Back" button.

Description
ADULT CRIMINAL CASES
MISCELLANEOUS CASE - IN THE MATTER OF
MISCELLANEOUS CASE - PLAINTIFF VS. DEFENDANT
REGISTRATION OF FOREIGN ORDER
REGISTRATION OF FOREIGN ORDER - VERSUS

[Back](#)

7. Click on **Add Child/Defendant/Other Parties**.

The screenshot shows the Franklin County eFiling website. The header includes the Franklin County eFiling logo, a banner image of a courthouse, and the text "Electronic Filing". The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation. The main heading is "Case Initiation: MISCELLANEOUS CASE - IN THE MATTER OF". Below the heading is a form with a label "Filer Reference No" and a text input field. To the right of the input field is the text "(Enter your office reference number - if applicable)". Below the form is a section titled "Add Case Participants" with a button "Add Child/Defendant/Other Parties". Below this button is a table with three columns: Participant Name, Role, and Attorney(s) for Party. At the bottom left are three buttons: Back, Save to Draft, and Next.

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants [Add Child/Defendant/Other Parties](#)

Participant Name	Role	Attorney(s) for Party
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[Back](#) [Save to Draft](#) [Next](#)

8. Add the your Party Information. The required fields have asterisks by them.
 - a. The Primary Defendant/Petitioner/Respondent should have an Additional Party Type of **Party**.
 - b. Check the Business radio button.
 - c. In the Last Name field type DESIGNATION OF PERSON TO SERVE.
 - d. In the address fields, enter Unknown.
 - e. In the REPRESENTATION FOR THIS PARTY section, enter **PROCESS SERVER** in the Attorney's Last Name field, and **1000043** in the Supreme Court No. Field **and click on ADD**.
 - f. Click on **Next**.

(note: Any party to be served must be added as a distinct party.)

Party Information

Party Type: Primary Defendant/Petitioner/Respondent

Additional Party Type: * PARTY

Business ☐ Person ☒

First Name: * DESIGNATION OF

Middle Initial:

Last Name: * (or Business Name) DESIGNATION OF PROCESS SE

Designation:

Sex: Male ☐ Female ☐ No Information ☒

Home Phone:

Work Phone:

Mail Name:

Address Line 1: * UNKNOWN

Address Line 2:

Address Line 3:

City: * UNKNOWN

State: * OHIO

Zip / Postal Code: * 99999

Demographics

Add Additional Addresses Add

Address	Delete

Additional Aliases or Business Name for Party

Type: Also Known As

Business ☐ Person ☒

First Name: *

Middle Initial:

Last Name: * (or Business Name)

Designation: Add

Type	Alias (Business Name)	Delete

Representation for this Party

Last Name	Supreme Court No.	State	Delete

Add Another or Replace Attorney:

Attorney's Last Name: PROCESS SERVER

Supreme Court No.: 1000043

Bar State: Ohio Add

Back Next

9. Click on **Add Child/Defendant/Other Parties**.





[Draft Filings](#) ⇒ [Add a Document](#) ⇒ [Case Initiation](#)

Case Initiation: MISCELLANEOUS CASE - IN THE MATTER OF

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants [Add Child/Defendant/Other Parties](#)

	Participant Name	Role	Attorney(s) for Party
 	DESIGNATION OF PERSON TO SERVE	Primary Defendant/Petitioner /Respondent - PARTY	

[Back](#) [Save to Draft](#) [Next](#)

1. Add your Party Information. The required fields have asterisks by them.
 - a. The Secondary Defendant/Petitioner/Respondent should have an Additional Party Type of **Party**.
 - b. Enter in the Process Server's name & address.
 - c. Click on **Next**.
2. After entering the parties, click on **Next**.

Note: Any party to be served must be added as a distinct party.

Party Information

Party Type: Secondary Defendant(s)/Petitioner(s)/Respondent(s)

Additional Party Type: * PARTY

Business ☐ Person ☒

First Name: * JON

Middle Initial:

Last Name: * (or Business Name) SMITH

Designation:

Sex: Male ☐ Female ☐ No Information ☒

Home Phone:

Work Phone:

Mail Name:

Address Line 1: * 43 MAIN ST

Address Line 2:

Address Line 3:

City: * COLUMBUS

State: * OHIO

Zip / Postal Code: * 44444

Additional Aliases or Business Name for Party

Type: Also Known As

Business ☐ Person ☒

First Name: *

Middle Initial:

Last Name: * (or Business Name)

Designation:

Add

Type	Alias (Business Name)	Delete
Representation for this Party		
Last Name	Supreme Court No.	State Delete

Add Another or Replace Attorney:

Attorney's Last Name:



Supreme Court No.:

Bar State: Ohio

Add

3. You will be returned to the Case Initiation Page. Click on **Next**.
4. From the Add a Document page, choose the New Case Filings **Document Category** and choose *FILING SUBMITTED TO DUTY BAILIFF: ORDER TO APPOINT SPECIAL PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**.

Note: eFlex will not allow a Proposed Order to be submitted alone. Another document (Motion: Designation of Process Server) must be uploaded as well.

[Home](#)
[eFile](#)
[Cases](#)
[My Profile](#)
[Log Out](#)
user: PROCESS S

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

Case Subtype : MISCELLANEOUS CASE - IN THE MATTER OF

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.PDF,*.DOCX,*.DOC)



Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Re
Case Data	form.xml		0.01 MB	--	

Total Size: 0.0 MB

- From the Add a Document page, choose the New Case Filings **Document Category** and choose *Motion: Designation of Process Server* from the **Document Type** dropdown. Browse for your pdf document, and click on **Add**. Click on **Next**.

[Home](#)
[eFile](#)
[eFiling - Franklin County Ohio](#)
[Log Out](#)
user: SUZIE PROCESSSERVER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Miscellaneous (Miscellaneous Cases)

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.pdf,*.tif)

Document Location



Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	Order.docx		0.01 MB	--	

Total Size: 0.01 MB

Done

- From the next screen, click by your name the filing is for. Click **Next**.

[Home](#)
[eFile](#)
[Cases](#)
[My Profile](#)
[Log Out](#)
user: PROCES

[Home](#) ⇒ [New Case Filing: Court](#) ⇒ [New Case Filing: Court](#) ⇒ [Case Types](#) ⇒ [Case Subtype](#) ⇒ [Case Initiation](#) ⇒ [Add a Document](#) ⇒ Motion/Docket Statement

MOTION: PROCESS SERVER

Please select the primary party this filing is for:

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	DESIGNATION OF PERSON TO SERVE	Primary Defendant/Petitioner/Respondent - PARTY	
<input checked="" type="checkbox"/>	JOE SMITH	Secondary Defendant(s)/Petitioner(s)/Respondent(s) - PARTY	

Juvenile Only: Certificate of Service included? No

Back
Next

- You will be returned to the Add a Document screen. If you are ready to submit your filing, click on **Next**.

8. From the **Review and Approve** page, you may verify that you've uploaded the correct documents, delete or add more documents, edit the information you've entered and/or send a note to the clerk or court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing**.

9. Click on **OK**.



10. Your filing is complete. From the **Your Filing has been submitted** page, you may click on **Filing Status** to view the status of your submission.

